



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
HUMAN SERVICES DISASTER ASSESSMENT
TEAM LEADER**

HUMAN SERVICES DISASTER ASSESSMENT TEAM LEADER

1. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

1a. Behavior: Assess human services needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Assess need for disaster-related human services programs in coordination with local, state, tribal, and territorial emergency managers and human services program directors, as well as appropriate private sector organizations.	E, F, I		
2. Coordinate with FEMA's regional office and Declaration Unit.	E, F, I		
3. Coordinate with the Disaster Recovery Center Manager, Volunteer Agency Liaison, and Donations Coordinator to assess needs.	E, F, I		
4. Develop recommendations for meeting identified needs for human services programs.	E, F, I		

1b. Behavior: Establish human services assistance

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Coordinate with local, state, tribal, territorial, and Federal agencies, such as the health department, to set up the human services assistance center.	E, F, I		
6. Coordinate with the Disaster Expense Recovery Management Team Leader to provide details on expenses for human services assistance.	E, F, I		
7. Develop parameters for human services assistance center, based on assessment.	E, F, I		
8. Initiate setup of human services assistance center, such as a Disaster Recovery Management Center, to help meet human services needs based on assessment.	E, F, I		
9. Integrate human services assistance into existing assistance centers in coordination with FEMA, the Red Cross, or other Federal, state, local, tribal, and territorial organizations.	E, F, I		

2. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> • Appropriate work/rest ratio • Crisis counseling 	E, F, I		
11. Recognize potentially hazardous situations, inform assigned personnel of hazards, and take precautions to mitigate risk.	E, F, I		